



COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services

P.O. Box 1300 • Richmond, VA 23218
Phone: (804) 786-4700 • Fax: (804) 786-6344 www.dcjs.virginia.gov/pss

Status Hotline
(804) 786-1132
1-877-9STATUS

Special Conservator of the Peace – INITIAL REGISTRATION APPLICATION – FEE \$60.00

IMPORTANT INFORMATION

- A Fingerprint Application, Fingerprint Card, and \$50.00 non-refundable fee is required for registration. Note: a criminal history records check may take up to 45 days to process.
- Documentation verifying that the applicant has secured a surety bond or cash bond in the amount not to be less than \$10,000 executed by a surety company authorized to do business in Virginia, or a certificate of insurance reflecting the department as a certificate holder, showing a policy of comprehensive general liability insurance with a minimum coverage of \$10,000 issued by an insurance company authorized to do business in Virginia.
- Entry-level training is only good for 12 months from the date the training was completed.
- A drug and alcohol screening is required prior to the issuance of a registration. For additional information, go to www.dcjs.virginia.gov/pss/howTo/registrations/scopBloodAlcoholTesting.cfm.
- An appointment by a court to a specific jurisdiction is required prior to issuance of a registration. For additional information, go to www.courts.state.va.us/forms/circuit/civil.html.

Registration Category Requested

<input type="checkbox"/> Unarmed Special Conservator of the Peace	<input type="checkbox"/> Armed Special Conservator of the Peace <input type="checkbox"/> Shotgun
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Applicant Information

SSN or DCJS ID:	Last Name:	First Name:	MI:
Mailing Address (Street/Apt.#):		City, State, Zip:	
Email Address:			
Home Phone: ()	Business Phone: ()	Fax: ()	

Affirmation

I, the undersigned, certify that all information contained on this application is true and correct to the best of my knowledge and I have not omitted any pertinent information. I understand that any misrepresentation, falsification or omission of pertinent information may be cause for denial and may result in criminal charges. I understand that I am responsible for maintaining full compliance with *Virginia Code* Sections 9.1-150.2 through 9.1-150.4, 19.2-13, 15.2-1737 and the Regulations Relating to Special Conservator of the Peace 6 VAC 20-230.

Signature Required: _____ Date: _____
mm/dd/yy

Applications are valid for 12 months from the date of submittal

All fees are non-refundable. Applications received without payment will be returned.

Submit a check or money order payable to the TREASURER OF VIRGINIA,
or pay by credit card using the [Credit Card form](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf) available at www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf
— this form must be included with your application package when paying by credit card.

Special Conservator of the Peace – INITIAL REGISTRATION APPLICATION CHECKLIST

Please use this checklist to ensure you include the appropriate documentation with your application.

- ☐ Initial Special Conservator of the Peace Registration Application
- ☐ Fingerprint Processing Application
- ☐ Fingerprint Card
- ☐ Legal Presence Documentation
- ☐ Criminal History Supplemental Form (if applicable)
- ☐ Proof of General Liability Insurance or Surety Bond in the minimum amount of \$10,000.00
- ☐ Drug and Alcohol Test Completed
 - Contact Nancy Brun at 1-800-732-3784 or by email at nbrun@firstlab.com to have your results reported to DCJS. When contacting Nancy Brun, notify the receptionist that you are with the Special Conservator of the Peace program.
 - To locate the Labcorp site nearest you, please visit www.labcorp.com and go to the Patient Service Center locations. The cost for testing is \$41.50. Payment methods are in the form of a money order, certified check or credit card.